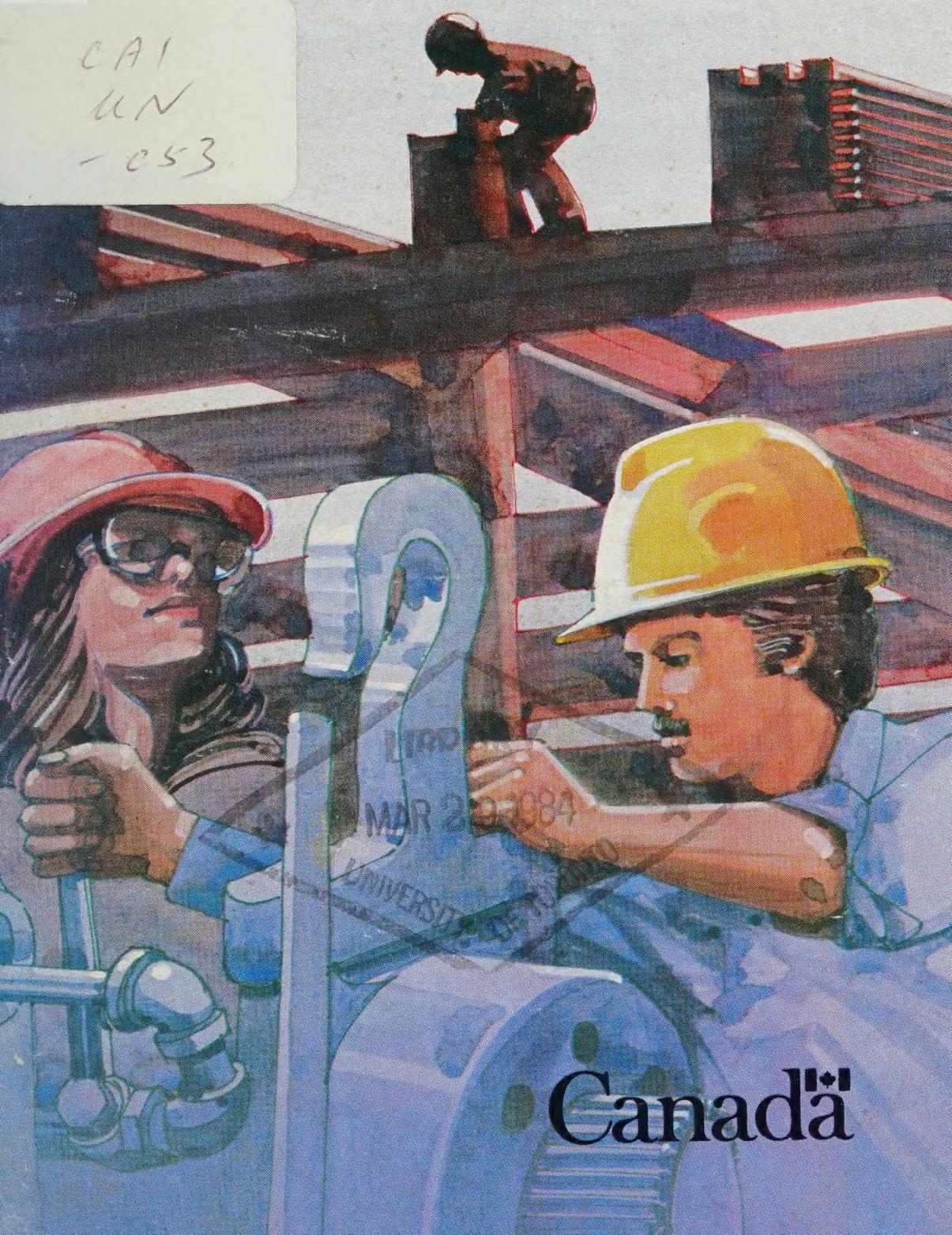


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Government
Publications

The Government of Canada and the construction industry



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Canadian Unity
Information Office

Centre d'information
sur l'unité canadienne

The Government of Canada and the construction industry

The Government of Canada offers a wide variety of programs and services designed to serve all Canadians. This booklet describes some of those intended especially for Canadians involved in the construction industry.

This is one of a series of booklets on federal programs and services. To obtain others in the series, please refer to the listing and order form at the back of this publication.

Note: This publication is also available in French

Note: Cette brochure est également disponible en français



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Government reorganization

The Government of Canada announced plans two years ago to increase its capacity to assist Canadians in all regions to take better advantage of major economic and employment opportunities.

This involved an extensive reorganization of federal departments and agencies to provide a government-wide focus on regional economic development and the promotion of export trade.

For example, parts of the departments of Industry, Trade and Commerce and Regional Economic Expansion joined forces as the first step in creating a new Department of Regional Industrial Expansion.

All federal government export trade programs and the Trade Commissioner Service and its operations abroad are now the responsibility of the Department of External Affairs.

All of the programs and services described in this booklet continue to be available to Canadians. Addresses and telephone numbers of some departments and agencies may change from time to time. Please consult your local telephone directory for Government of Canada listings.

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The Government of Canada and the construction industry

The construction industry is essential to Canada's economic growth and strength. Recognizing this, the Government of Canada offers a wide range of programs and services to support construction and related industries.

There are loans, tax incentives, grants, information services and publications designed to assist virtually every construction-related activity, from building houses to exporting know-how, to researching new methods and designs.

This booklet describes briefly some of the major programs and services. Addresses of the head offices of federal departments and agencies are listed at the end of the text, beginning on page 30. Space does not permit the listing of the local or regional office addresses. Consult your telephone directory for them.

Please note also that this publication is not an exhaustive guide to federal programs and services of interest to the construction industry. Readers are urged to consult the appropriate departments and agencies for additional information.

Housing

Comfortable, energy-efficient housing that Canadians can afford is a prime concern of the Government of Canada. Therefore, a number of programs exist to help people buy, renovate or improve their homes and, in the process, stimulate the construction industry.

Role of CMHC

The federal agency concerned with residential housing is **Canada Mortgage and Housing Corporation (CMHC)**. CMHC insures **housing loans**, obtained



through approved lenders, to finance the purchase, construction and renovation of houses. CMHC also guarantees **home improvement loans**, provided by approved lenders, to cover permanent alterations, repairs and additions to residences, including the common areas of condominium buildings.

(You may obtain a list of approved lenders through your local CMHC office).

A **Rural and Native Housing Program** aims to provide better, more affordable housing for families in rural communities of 2,500 population or less to enable them to carry out projects to improve their housing conditions.

The **Residential Rehabilitation Assistance Program (RRAP)** assists in the improvement and repair of sub-standard dwellings. The following are eligible for RRAP assistance:

- owner-occupants, in designated areas of selected municipalities, who meet property and income criteria
- landlords, in designated areas of selected municipalities, who agree to rent controls
- non-profit corporations and co-operatives.

Continuing housing co-operatives may receive CMHC start-up funds to cover expenses such as organization, incorporation, site selection, options, professional fees, technical services and tenant selection and to prepare funding applications. NHA insured loans from approved lenders are available to cover 100 per cent of the cost of the project. Federal assistance may also be provided to reduce interest rates on the loan to as little as two per cent.

Farmers can receive special assistance to improve their farm buildings through **Agriculture Canada's Farm Improvement Loans Program**. It offers term loans for construction, repairs, improvements and alterations to farm buildings, including dwellings and, in some cases, cottages or tourist accommodations on the farm.

Conserving energy

The Government of Canada is working to conserve energy and reduce dependence on oil in Canadian homes. To achieve these goals, effective home energy planning is necessary.

Home energy planning offers an understanding of how home energy is being used, and how to reduce home energy consumption. **Energy, Mines and Resources** has four home energy programs and services that help to reduce energy requirements.

The **HEATLINE** is a toll-free telephone advisory service that will answer enquiries about energy conservation and home heating systems.

The *Canada Home Energy Planning Series* of publications, as well as the Ener\$ave questionnaire, and information on EMR programs can be obtained by calling the appropriate toll-free HEATLINE number.

Toll-free HEATLINE	1-800-267-9563
B.C. residents	112-800-267-9563
Yukon, N.W.T. residents	Collect (613) 995-1801
Residents of Ottawa-Hull	(613) 995-1801

The **Ener\$ave** home energy analysis is a free computerized home energy analysis designed to help determine what areas in the house can be made more energy-efficient. After filling out and returning an Ener\$ave questionnaire, the householder will be sent recommendations on air sealing and insulating the home, the estimated cost of such work, and how much energy and money might be saved by implementing the recommendations.

The Ener\$ave questionnaire can be ordered by calling the appropriate toll-free HEATLINE number.

The **Canadian Home Insulation Program (CHIP)** helps improve the insulation and draftproofing of existing dwellings. Householders, and rental unit owners and tenants can apply for taxable grants of up to \$500 for residential buildings of three storeys or less, including single family homes, as well as row units, mobile homes and multiple-unit dwellings.

In New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta and British Columbia, units built before January 1, 1971 are eligible for a CHIP grant. In Newfoundland, the Yukon and Northwest Territories, as well as Nova Scotia and Prince Edward Island, the eligibility date is September 1, 1977.

The **Canada Oil Substitution Program (COSP)** provides taxable grants to householders and businesses to help meet the costs of converting heating systems from oil to more plentiful domestic energy sources. Eligible substitutes vary from region to region, but generally include natural gas, electricity, wood, solar systems, and propane.

COSP grants cover half the eligible costs of materials and labour for conversion of heating systems, up to \$800 for single-family residences. Conversions in centrally heated residential buildings containing two or more self-contained dwelling units may be eligible for a grant of up to \$5,500, depending upon the number of units.

In Newfoundland, Prince Edward Island, the Yukon and the Northwest Territories, COSP grants are available not only for heating conversions but for energy conservation work as well.

The \$6 million dollar **Super Energy-Efficient Home Program** is being administered by Energy, Mines and Resources Canada in co-operation with the Housing and Urban Development Association of Canada (HUDAC) and, in Quebec, supported by the Association provinciale des constructeurs d'habitations du Québec (APCHQ). Launched in October, 1982, a builder training and education program was conducted across Canada on the techniques required to construct and market super energy-efficient R-2000 homes that reduce space heating energy demand by as much as 50 to 80 per cent when compared to a conventionally constructed home.

A contribution of \$6,500 per home was provided for builders chosen to construct one of 300 R-2000 demonstration homes across Canada. These builders were

selected by HUDAC and APCHQ regional committees and had to attend training seminars and be a member of a new home warranty program. The program has proven so popular with builders that most regions are oversubscribed and builders still wishing to participate have been placed on waiting lists.

Small business

If you are a professional or business person, you may wish to know about the wide variety of federal activities undertaken on behalf of the small business community. Some of these programs are especially relevant to firms in the construction industry.

The Government of Canada has established the portfolio of Minister of State for Small Business and Tourism, which falls within the **Department of Regional Industrial Expansion (DRIE)**.

The **Small Business Secretariat**, a branch of that department, offers help and advice on such matters as paperwork, red tape and regulations, and general information on government programs and services.

Small business loans

Another important source of financing is through the **Small Businesses Loans Act**. Chartered banks and other approved lenders provide federally guaranteed loans, generally used to buy buildings, equipment or land or to improve existing premises. Small business loans may finance up to 90 per cent of construction and renovation costs and up to 80 per cent of other costs. To be eligible, your annual gross revenue may not exceed \$1.5 million during the current fiscal year. The maximum you may borrow at any one time is \$100,000.

The **Federal Business Development Bank (FBDB)** is a crown corporation with 103 branches across Canada. The FBDB helps finance viable new or existing businesses that cannot find funds at reasonable terms and conditions from other sources. This assistance may be in the form of term loans, loan guarantees, equity financing or any combination of the above.

The FBDB also offers **Counselling Assistance to Small Enterprises (CASE)** to help firms improve their

business practices. For a nominal fee, you can receive advice from experienced counsellors in all areas of business management. As well, the FBDB offers management training to small businesses through special seminars and by helping prepare seminars for specific industries.

Each FBDB branch has a **Small Business Information Service** that offers advice on federal and provincial assistance programs to the business community. The FBDB booklet series, *Mind Your Own Business* and its newspaper, *Profit\$* are also useful resources.

DRIE also maintains **Business Information Centres** attached to its regional offices in all provinces. You can reach the information centre in your province toll-free by dialing “0” and asking the operator for Zenith 03200.

Reduced taxes

Through the **Small Business Tax Deduction** you may be allowed a reduction in the federal corporate income tax rate, from 36 per cent to 15 per cent on all eligible amounts of active business income.

Fisheries projects

Through the **Department of Fisheries and Oceans**, the Government of Canada guarantees term loans to fishermen for **fisheries improvement projects**. These loans may cover the purchase, construction or repair of vessels, equipment or buildings. Loans are also available for the purchase or construction of piers, wharves, boathouses and other installations.

Harbours programs

The Department of Fisheries and Oceans **Small Craft Harbours, Marina and Tourist Wharf Program** maintains harbours and support facilities for commercial fishing and recreational boating at some 2,300 locations throughout Canada. Assistance is available for harbour construction, dredging and breakwaters.

The **Marina Policy Assistance and Tourist Wharf Programs** encourage private development of facilities for recreational boaters. The federal government may build breakwaters and carry out dredging, provided that developers build onshore facilities of equal value.

Better design

Design Canada gives advice and carries out various design promotion programs and activities. The agency can help you increase the competitive potential of your business and its products through improved industrial design. Design Canada also produces publications and conducts seminars on the application of design in manufacturing.

Employment

Employment is particularly important to the labour-intensive construction industry. The **Canada Employment and Immigration Commission** offers many programs to develop jobs and train workers and thus benefit the industry.

Creating and maintaining jobs

The **Canada Works Program** aims to stimulate employment through specific projects and is open to a wide range of applicants. Slow-growth regions and communities with chronic high unemployment can receive assistance through the **Local Employment Assistance and Development (LEAD) Program**. Long-term, community-based planning and employment development is supported in order to promote local self-sufficiency.

The **National Industrial Training Program**, an employer-based program, includes **Critical Trade Skills Training (CTST)** and **General Industrial Training (GIT)**. The basic differences between the two are the skill levels involved and the duration of training. For example, under GIT, federal financial support is available to employers for up to one year; under CTST, it is available for up to two years because the training required is more complex.

CTST covers training of those working exclusively in the designated occupations of national importance, such as sheet metal workers, industrial maintenance mechanics, computer programmers and other workers whose skills are deemed to be in current or future short supply.

GIT concentrates on training workers for other occupations in demand, retraining workers affected by new technology and industrial change, training the unemployed, training women in non-traditional occupations and training adults with special needs.

There are also the **Job Corps Program** and the **Career-Access Program** which provide on-the-job training and work experience to the handicapped, employment disadvantaged, inexperienced persons and disadvantaged youth.

Further information on the programs described above may be obtained from more than 450 **Canada Employment Centres (CECs)** across the country.

The Department of Regional Industrial Expansion administers the **Industrial and Regional Development Program (IRDP)**, which provides a variety of incentives to establish new businesses, or to modernize or expand existing ones. The focus of IRDP is on increasing or maintaining employment, especially in disadvantaged regions of the country.

Labour relations

Labour Canada deals with such concerns as mediation and conciliation, fair employment practices, labour standards, employment safety and labour relations in industries within federal jurisdiction. Generally speaking, the construction industry falls within the jurisdiction of the province in which the work is done. However, hours of work and wage rates on federal government construction projects are administered by Labour Canada under the *Fair Wages and Hours of Labour Act*.

The following services and programs provided by Labour Canada are available to workers, unions and employers in all industries.

The **Industrial Relations Information Service** is a centralized source of information for anyone involved in industrial relations or collective bargaining. You may also obtain data on wage developments, working conditions, industrial disputes and collective agreement provisions through the **Labour Information Service**. Its publications include *Labour Standards in Canada*, *Legislative Review* and *Directory of Occupational Safety and Health Legislation in Canada*.

Through the **Quality of Working Life Program**, both union and management groups are encouraged to improve labour-management relations and organizational effectiveness. Financial assistance is provided to set up programs as well as for research studies, publications, conferences and other educational and training activities. A related program is Employment and Immigration's **Manpower Consultative Service**, which helps employers and their employees deal jointly with manpower policies for the benefit of both labour and management.

In the interests of smoother labour relations, the **Labour Education Program** provides financial assistance for unions to develop and expand educational activities for their members.

Through the **Canadian Centre for Occupational Health and Safety** you can obtain free information on health and safety in the work environment. Eventually information will be available across Canada through a computerized system.

Contracts and consulting

Federal government contracts may be an important source of business for you or your firm. The Government of Canada hires a variety of consultants and professionals in building-related disciplines to implement projects or provide services.

The key department involved in federal construction projects is **Public Works Canada**, which is responsible for government buildings, roads, bridges, airports and marine installations. The department is also authorized to dispose of federal real property as well as surplus properties such as buildings, wharves and utilities.

Calls for tenders on large construction contracts are advertised in newspapers. Plans and tender documents may be viewed at construction associations and builders' exchanges. The tender call process and the contracts are administered by regional and district offices in major centres across Canada.

As well, Public Works awards approximately 1,000 commissions annually to private-sector architects, engineers and other consultants. The department maintains an inventory of more than 3,500 consultant files, which contain data on all firms and individuals who have offered or supplied consulting services to the federal government.

Goods and services

Supply and Services Canada (SSC) provides goods and services to other federal departments and agencies. Its *Policy and Guidelines on Contracting in the Government of Canada* stipulates that goods and services must be acquired in the most economical way possible by calls for tender. If you wish to bid on a federal government contract, your company's name must be recorded on a

SSC source list, which notes the firm's particular specialties. All Canadian-based companies are eligible to tender.

The **Canadian Business Sub-Contracting Opportunities Program** of SSC enables Canadian companies to tender for sub-contracts from major government suppliers. Under the program major contractors are required to include sub-contracting opportunities for Canadian firms in their tenders. The department sponsors exhibitions and discussions to acquaint firms with such business opportunities.

In addition, Supply and Services Canada invites private industry to submit proposals for implementing science and technology projects of various departments. Temporary financial assistance is also available for this purpose.

The **Canadian Air Transportation Administration (CATA)** and the **Canadian Marine Transportation Administration (CMTA)**, both agencies of **Transport Canada**, solicit service proposals through their inventories of registered consultants. If you wish to be considered for these inventories, contact CATA or CMTA headquarters or their regional offices and request the standard questionnaire used in the selection process. Your completed questionnaire will remain confidential.

The **Service Industries Branch** of the Department of Regional Industrial Expansion promotes growth and competition in the construction and consulting services sectors. The branch can help you identify and use both domestic and export market opportunities in these fields. Through this branch you can also find out about benefits available through federal incentive programs for industrial development, export marketing and research and development.

Defence Construction Canada (DCC) is responsible for contracting for major construction, repair and maintenance projects of the Department of National Defence. Calls for tenders are advertised in the public press.

DCC also engages consulting firms to perform site investigations, feasibility studies, surveys and estimates, as well as to provide cost control services and to prepare

plans and specifications. Supervision assistance, testing and quality control services are also solicited. DCC maintains an inventory of about 1,600 consultants.

The **Canadian International Development Agency (CIDA)** has a **Consultant Selection Committee (CSC)** which identifies, recommends and/or selects all external resources required by CIDA programs. The CSC maintains consultant registries including a register of Canadian trading houses and contractors. To be considered for the registries you must complete CIDA form 432.

Government surplus

Saving money on equipment and supplies is important to any business. And buying surplus goods from the federal government can often mean significant savings.

On behalf of the **Crown Assets Disposal Corporation**, the **Disposal Operations** section of Supply and Services Canada sells surplus goods to the general public, private industry and other government agencies in Canada and abroad.

Sales are by tender, by public auction and sometimes on a cash-and-carry basis for small or portable items that can be priced in advance.

Contractors may request that their names be included in one or more regions for sales that take place in various parts of the country.

Standards

Adherence to standards is extremely important in the construction industry. Several agencies and services can help you with any information you might need on building standards.

The **Standards Council of Canada** is the country's national co-ordinator for voluntary standardization. It administers a series of accreditation programs and also promotes the use of standards and standardization in many fields including those related to the construction industry.



The council's **Standards Information Service** answers questions about Canadian, foreign and international standards, technical regulations and certification systems using its collection of over 300,000 standards, specifications and codes. The service may be reached toll-free from anywhere in Canada by telephoning 1-800-267-8220.

Publications

The **Standards Sales Service** distributes a wide range of standards publications. Some 70,000 international and foreign documents, as well as the council's own directory and index of the standards published by Canadian standards-writing associations, are available through this service.

The **Canadian General Standards Board (CGSB)** is a standards-writing organization accredited by the Standards Council of Canada. CGSB develops voluntary consensus standards through committees representing government, industry, consumer and labour interests and technical or research organizations. Besides publishing a Catalogue of Standards and Qualified Products Lists, CGSB also publishes a Catalogue of Standards Applicable to the National Master Specification for Building Construction. As well, CGSB manages a Qualification and Certification Listing Program through which contractors and suppliers who have demonstrated their ability to conform to established standards are listed.

The **Architectural and Building Services Division** of Public Works Canada has developed standards to facilitate access to and use of buildings by the physically disabled.

Information

Various federal government departments publish materials and provide information services that are of particular interest to the construction industry.

Going metric

Metric Commission Canada produces a wide range of publications, audio-visual aids and technical information to assist industry in its conversion to metric. Also note the **Metric Conversion—Workers' Tools Program**. This offers financial assistance to employees who, as a result of metric conversion, are required to exchange their non-metric tools for metric ones.

Public Works Canada provides the following technical publications to building contractors at no charge:

- *Analyzing Use and Estimating Needs of Office Space*
- *Building Performance: the Physical Domain*
- *Thermography—a New Tool for Building Science*
- *Thermographic Diagnosis of Building Envelope Deficiencies*
- *Writing and Typing Metric*

Public Works' **Central Real Property Inventory** is a permanent computerized data bank on federal properties, which serves as a planning tool for the management, use, acquisition and transfer of properties.

Complete inventory printouts and a *Building Accommodation Summary* on Public Works' 6,000 buildings are published every spring. The summary is a useful source of marketing data for construction-related industries such as catering and building material sales.

Public Works' **Property Services Branch** publishes a booklet on real property appraisal reporting standards as well as appraisals under the *Expropriation Act*. The booklet also contains eight samples of appraisal forms cur-

rently in use by the Government of Canada. Expropriation procedures are explained in another booklet entitled *Expropriation and You*.

Statistics

Statistics Canada publishes a guide that explains how statistics can help the developer estimate market potential, identify styles and ages of buildings, determine industry trends, make costs comparisons, and prepare escalation clauses. The guide, entitled *How Contractors and Builders can Profit from the Facts*, is free except for a \$1.00 handling charge and includes a list of relevant statistical publications.

You can also obtain a free catalogue of publications containing useful data for the construction industry from Statistics Canada.

Finance

Through **Revenue Canada**, the federal government offers various tax incentives and measures that are particularly relevant to the construction industry.

Tax deductions

For example, there is an **Accelerated Capital Cost Allowances Program**, which allows you to write off certain expenditures, such as pollution abatement equipment, at an accelerated rate.

To allow for the effects of inflation, your business may deduct an **inventory allowance** equal to three per cent of the opening value of qualified investments. (This allowance is not available for land and houses held as business inventory by developers.)

An **investment tax credit** program provides for a deduction from income tax on investments in qualifying assets. Special credits are also available for locating in designated regions, for research and development and for small business research.

As well, expenses incurred to convert instruments or tools to the metric system are tax deductible.

Through the **asset replacements—tax-free rollover**, you may defer paying tax on capital gains or on the recapture of certain capital cost allowances if the capital is reinvested in a specified manner.

Tax incentives also exist to help Canadian-controlled private corporations retain their employees. Thus, tax may be deferred on **stock option benefits** that employees acquire from their companies.

A **tax-free roll-over** (asset transfer) of up to \$200,000 capital gains is also possible when certain shareholdings of **family businesses** are transferred from one generation to another.

Exemption from federal sales tax applies to certain types of construction, transportation and energy conservation equipment and to fuels used in lighting, heating and the generation of electricity. Excise tax paid on gasoline used in business and industry is fully refundable. A wide range of construction materials and equipment for buildings is subject to a reduced sales tax rate. Finally, concrete building blocks, fabricated structural steel for buildings, and all buildings or structural building sections, except for certain prefabricated buildings and building sections, are subject to sales tax only on the materials used to construct them.

Research and development

If you wish to share or benefit from innovative ideas or develop or apply new technology, the Government of Canada may be able to assist you through a number of research and development programs.

Canada Mortgage and Housing Corporation's **Housing Technology Incentives Program** helps fund innovations that benefit housing. Ideas, products or building methods should be designed to improve efficiency, affordability,



comfort, health or safety. In addition, CMHC's **External Research Program** supports advanced research in the social, economic, legal, environmental or physical aspects of housing. Results are published and may be obtained from the **Canadian Housing Information Centre** (CMHC-Ottawa).

Building research

The **Division of Building Research** of the **National Research Council** acts as an information, advisory and research organization serving Canada's construction industry. Research is conducted in building materials, performance and structure of buildings, energy, inflammability, geotechnical problems and noise and vibration problems.

Technical publications distributed by the research division include the *Canadian Building Digest*, with more than 200 titles of special interest to architects and engineers. The division also publishes the *Canadian Building Abstracts*, *Building Research Notes* and *Building Research News*.

As well as the headquarters operation in Ottawa, the division has regional research stations in Vancouver, Saskatoon and Halifax.

The NRC's **Industrial Research Assistance Program (IRAP)** offers technical assistance to Canadian industry. Through IRAP you can obtain technical information and advice on technological problems. IRAP also provides funding assistance to small companies or companies with limited research facilities for a variety of research projects. As well, IRAP assistance is available for larger industrial research projects in small or large companies. The program also contributes to firms employing undergraduates in various disciplines.

Agriculture Canada has a special program to promote architectural engineering research and development. The aim is to improve such areas as mechanization, farm buildings and energy use in agriculture. The department also offers a service through which agricultural engineers

produce plans and specifications for a wide variety of farm installations.

Energy alternatives

If you are involved in alternate energy or energy conservation projects, you may be interested in the following:

Canertech Inc. is a crown corporation which stimulates technological development in the fields of energy conservation and renewable energy. Canertech will help with commercial development of innovations through venture capital investments in qualifying enterprises.

The Department of Energy, Mines and Resources offers a **Technology for Development and Demonstration of Conservation and Renewable Energy Program**. This program gives financial assistance for demonstration projects in renewable energy, energy conservation or energy efficiency.

Through the **Industry Energy Research and Development Program** of the Department of Energy, Mines and Resources you may receive assistance in research and development of processes and equipment that reduce energy consumption.

Public Works Canada's **Energy Systems Analysis** program encourages the use of energy-efficient designs and offers a series of courses intended to stimulate energy conservation in commercial buildings. There is also a **Solar Programs Office**, which funds private sector residential and commercial/industrial demonstration projects involving solar energy.

The environment

Environment Canada provides various kinds of environmental information important to research and development projects.

The **Canadian Climate Centre** and regional offices of the **Atmospheric Environment Service** provide information on aspects of climate such as prevailing winds, temperature variations and solar angles. Updated weather

forecasts are continuously provided on VHF/FM **Weatheradio Canada** stations in all key centres across Canada. Information on ice conditions in various regions of Canada is available through the **Ice Centre** in Ottawa (613) 996-5236.

Through the **Inland Waters Directorate (IWD)** you can find out about lake and river conditions in various regions as well as northern conditions (permafrost, groundwater, river ice breakup).

The department's **Canada Land Inventory** produces land capability maps and abstracts of reports on agriculture, forestry, wildlife, recreation and sport fishing in the settled areas of Canada. The **Canada Land Data System** is a computerized data bank on physical, biological, social and economic aspects of Canada's land resources and provides access to more than 3,000 maps.

The **Canadian Wildlife Service** provides information on the possible effects of proposed developments on wildlife and wildlife habitats and offers assistance in mitigating them. Advice on how to avoid damaging fish habitats is available from the Department of Fisheries and Oceans.

International trade

The Government of Canada offers a wide variety of services and programs to help Canadian firms develop markets abroad and become internationally competitive. A number of such programs are offered through **External Affairs Canada**.

The department's **Trade Service** responds to requests for export assistance from businesses, helps foreign importers locate Canadian sources of supply and actively promotes development of export markets. Trade Commissioners are expert market consultants who can help you in all phases of marketing. For example, they can assist in identifying business opportunities, assessing competition, screening foreign business firms, suggesting appropriate government contacts and recommending agents. Commissioners also give advice on terms of payment, customs duties and market access.

The **Program for Export Market Development** administered by the Department of Regional Industrial Expansion shares with the business community financial risks associated with venturing into new foreign markets. The program is divided into five sections: specific project bidding, market identification, participation in trade fairs, incoming buyers and formation of export consortia. Enquiries should be directed to the nearest regional office of DRIE.

Through the **Cost Recoverable Technical Assistance Program** you may receive technical assistance designed to help your company become involved in capital projects abroad.

The **Trade Promotional Projects Program** helps organize trade fairs, trade missions, and trade visits and assists industry financially to participate in such events. The program also assists with on-site sales, the appointment of agents and the assessment of competition.

Crown corporations

The **Export Development Corporation (EDC)** is a Crown corporation that provides a wide range of insurance and bank guarantee services to Canadian exporters and arranges for credit for foreign buyers in order to facilitate and develop export trade. EDC services are provided to assist Canadian exporters who are offering competitive products in terms of price, quality, delivery and service and to compete internationally also in terms of credit. Head office is in Ottawa and offices are maintained in Toronto, Montreal, Vancouver and Halifax.

By serving as prime contractor in government-to-government sales transactions, the **Canadian Commercial Corporation** facilitates the export of a wide range of goods and services from Canadian sources. For individual products or services requested by foreign governments and international agencies, CCC uses the services of the Export Supply Directorate and Product Directorates of Supply and Services Canada. CCC identifies Canadian firms capable of meeting the customer's requirements, executes prime as well as back-to-back contracts, and follows through with the contract management, inspection, acceptance, and payment aspects of each sale. The corporation also serves as prime contractor in capital project transactions when a government-to-government arrangement is required or preferred by the client government and the interested Canadian firm or consortium. Capital projects are transacted by CCC's head office staff.

Foreign aid

Canada's development co-operation programs in more than 70 countries rely largely on private enterprise to implement projects and can be an important source of investment for your firm.

To be considered for such projects, you should register with the **Canadian International Development Agency (CIDA)**, the principal federal body responsible for development programs.

Through CIDA's **Industrial Co-operation Division** your company could become involved in project preparation, technology transfers, joint ventures, direct investment or licensing agreements. The **Canadian Technology Transfer Facility** is a program that enables Canadian corporations to field test and adapt their technology in developing countries. Another program, the **Canadian Project Preparation Facility**, enables Canadian companies to prepare pre-feasibility studies for projects in developing countries.

Two other federal agencies should be kept in mind in relation to development projects:

- contact the **Sourcing and Priorities Division** of Supply and Services Canada if you wish to supply materials and equipment for development projects;
- register with the *Exporters Directory*, published by the Department of Regional Industrial Expansion, if you wish to sell to developing countries directly. You may also wish to register with the department's **Construction and Consulting Services Branch**, which maintains a directory of Canadian construction firms for use by Canadian External Affairs posts abroad.

Customs and excise

If you are involved in international trade, you should also be aware of **Customs and Excise** regulations and programs that may apply to you.

A **duty drawback** provides for the reimbursement of customs duty and sales tax so that Canadian businesses can compete with foreign manufacturers both at home and abroad. Canadian exporters are granted a drawback on imported parts or materials used in the manufacture of goods subsequently exported. Customs duties and associated sales taxes may also be remitted in certain circumstances such as when goods must be sent abroad for repairs or processing because such services were not available in Canada. In addition there are temporary tariff reductions which usually apply to goods not available in Canada.

A Machinery Program provides for the remission of duty on certain imported pieces of machinery and equipment to be used in the production and service industries and having a specified minimum value.

For more information

As noted previously, many departments and agencies of the Government of Canada have provincial and regional offices throughout the country. Wherever possible, you are encouraged to consult the offices nearest you for advice and information.

The following are head office addresses and telephone numbers of the departments and agencies covered in this booklet.

Agriculture Canada
930 Carling Avenue
Ottawa, Canada
K1A 0C5
Tel.: (613) 995-5222

Canada Mortgage and Housing Corporation
Montreal Road
Ottawa, Canada
K1A 0P7
Tel.: (613) 748-2000

Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6
Tel.: (416) 527-2981

Canadian Commercial Corporation
17th Floor
Place de Ville, Tower B
112 Kent Street
Ottawa, Canada
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